

# Texas Woman's University

## Library Policy Manual

<b>Policy Name:</b>	<b>Charity Drives in the TWU Libraries</b>
<b>Last Library Review:</b>	<b>November 2022</b>
<b>Next Library Review:</b>	<b>November 2023</b>

**Purpose:** The purpose of this policy is to address requests for space to carry out charity drives in the TWU Libraries. The TWU Libraries will adhere to the University's policy (Policy 01.285, *Sales, Solicitations, and Fundraising*). However, additional guidelines specific to the TWU Libraries are also included in this policy.

**Note:** *Access, availability, usage, and occupancy limits may be changed in accordance with University guidelines regarding health and safety.*

### **Policy:**

#### **Box Drives and Collection of Donated Goods**

Student organizations hosting box drives or collections of donated goods must contact the Center for Student Development (CSD) prior to the collection activity to receive approval for the collection and the guidelines that must be followed (Policy 06.410, *Student Organization Fundraising*).

#### **Library Guidelines**

1. The TWU Libraries cannot provide space for organizations who request placing a box or container in library space for collecting goods.
2. Space constraints, maintenance, and upkeep of collection drives prevent the Libraries from offering this service to TWU or outside organizations.
3. If the charity drive is specific to the Libraries, the Dean of Libraries must approve requests in advance.
4. TWU organizations can post charity drive drop box locations on the Libraries' digital signs after receiving approval from the Dean of Libraries.

#### **Review:**

The Library's Policy Work Group will review this policy with recommendations forwarded through normal administrative channels to the Dean of Libraries.

Approved by Library Administrative Team 11-01-2018; rev. 07-20-2021; rev. 11-30-2021;